

Category: 300

Number: 373

Policy: DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES

Purpose: The purpose of this policy is to define and serve as primary document for drugs, alcohol and controlled substances.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to County Officials, Appointed, Elected and all County employees.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

ZERO TOLERANCE POLICY

In order to provide a safe, healthy and productive environment for members of the public doing business with the County and for the County's employees, the County of St. Clair insists on a work place free of drugs, alcohol and controlled substances. The County has zero tolerance of violations and will impose discipline up to and including discharge for any employee found by the County to have violated this Policy.

POSSESSION AND INFLUENCE

It is a violation of this policy for an employee to bring any illegal drugs, alcohol or a controlled substance (including marijuana) on the County premises, whether on their person, concealed or unconcealed within their personal property such as a vehicle or purse, concealed or unconcealed in County property such as a tool box, carrying case, locker or desk drawer, or consumed and within an employee's body system regardless of the degree of being under its influence. A prescribed drug attributed to the employee's treatment for an existing medical condition is not subject to this policy, unless intentionally abused to the extent it adversely affects an employee's performance or is provided to other persons, whether or not employees of the County. However, any employee with prescription medication that affects their ability to safely do their job, must notify their supervisor, in advance. Further, no employee may come to work or perform work on behalf of the County with alcohol or marijuana odors on their breath, person, or clothing.

DISCIPLINE

An employee guilty of possessing, using, transporting or selling illegal drugs or a controlled substance, or otherwise violating this policy, is subject to discipline up to and including employment termination even when the occurrence is at a time other than when the employee is working or scheduled to work. Discipline, if imposed, will be consistent with the nature of the offense and the impact the occurrence has on the ability of the employee to continue to function in his or her employment role.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: February 18, 2021